



# BUS USE REPORT

\_\_\_\_\_ School Year

School District: \_\_\_\_\_

District Number: \_\_\_\_\_

\_\_\_\_\_  
Superintendent's signature

\_\_\_\_\_  
Date

## DAILY VEHICLE MILEAGE TO AND FROM SCHOOL

### A. Board-Owned-Vehicles

Daily mileage of regular board-owned vehicles used to transport pupils to and from school:

1. With pupils on board.....1. \_\_\_\_\_
2. Without pupils on board.....2. \_\_\_\_\_

Daily mileage of board-owned vehicles used to transport kindergarten to and from school at midday only (do not include in 1 and 2):

3. With pupils on board.....3. \_\_\_\_\_
4. Without pupils on board.....4. \_\_\_\_\_

Daily Mileage of board-owned vehicles used exclusively to transport handicapped pupils to and from school (do not include in 1 and 2):

5. With pupils on board.....5. \_\_\_\_\_
6. Without pupils on board.....6. \_\_\_\_\_

A. TOTAL daily mileage of all BOARD-OWNED vehicles used to transport pupils to and from school (1+2+3+4+5+6).....A. \_\_\_\_\_

### B. Privately-Owned Vehicles

Daily mileage of regular privately-owned vehicles used to transport pupils to and from school:

7. With pupils on board.....7. \_\_\_\_\_
8. Without pupils on board.....8. \_\_\_\_\_

Daily mileage of privately-owned vehicles used to transport kindergarten to and from school at midday only (do not include in 7 and 8):

9. With pupils on board.....9. \_\_\_\_\_
10. Without pupils on board.....10. \_\_\_\_\_

Daily Mileage of privately-owned vehicles used exclusively to transport handicapped pupils to and from school (do not include in 1 and 2):

11. With pupils on board.....11. \_\_\_\_\_
12. Without pupils on board.....12. \_\_\_\_\_

B. TOTAL daily mileage of all PRIVATELY-OWNED vehicles used to transport pupils to and from school (7+8+9+10+11+12).....B. \_\_\_\_\_

C. TOTAL DAILY MILEAGE TRAVELED BY ALL VEHICLES USED TO TRANSPORT PUPILS TO AND FROM SCHOOL (A+B).....C. \_\_\_\_\_

(see back of form for instructions)

## **INSTRUCTIONS**

### **Daily Vehicle Mileage to and from school**

It is very important that the requested mileage be reported accurately. Estimates should not be made. This mileage will be used in calculating the to and from school cost per mile.

List, in the appropriate space, the total **daily** mileage of all vehicles used to transport pupils from home to school and back home.

The daily mileage of vehicles used only to transport handicapped pupils and midday kindergarten pupils to and from school should be listed separately in the appropriate space.

All mileage should be rounded off to the nearest mile.

Bus drivers who transport pupils to and from school should report daily route mileage with and without pupils on board. If a bus odometer does not work properly, the route should be checked with another vehicle to get an accurate reading.

### **DO NOT INCLUDE THE FOLLOWING VEHICLE MILEAGE IN THE BUS USE REPORT**

Vocational school transportation, transportation to the School for the Deaf and the School for the Blind, Head Start transportation, field trips, athletic trips, or Extended School Services transportation.

This form can be emailed to: [kconway@kde.state.ky.us](mailto:kconway@kde.state.ky.us) ; faxed to (502) 564-7574 attention Karen Conway, or mailed to:

Office of District Support Services  
Kentucky Department of Education  
15<sup>th</sup> Floor, Capital Plaza Tower  
500 Mero Street  
Frankfort, KY 40601